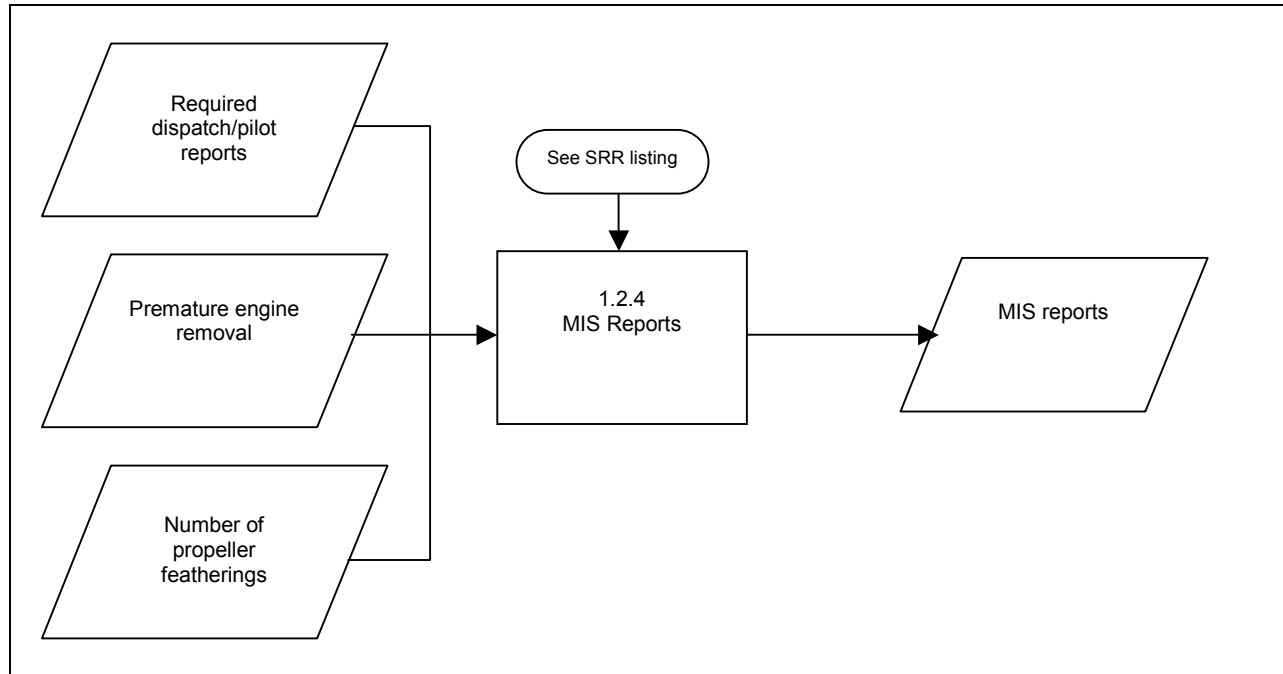


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 1.2.4 MIS Reports

Purpose of this Element (Air Carrier's responsibility):

To provide information concerning mechanical difficulties or malfunctions that are not required by the Mechanical Reliability Reports (MRR).

Objective (FAA responsibility):

To determine if the Air Carrier follows its policies, procedures, and controls for Mechanical Interruption Summary (MIS) Reports.

Inputs:

- Required Dispatch/Pilot Reports
- Premature Engine Removal
- Number of Propeller Featherings

Outputs:

- MIS Reports

Safety Attribute Inspection (SAI) Job Aid

Performance Measures:

- The report is received by the FAA within ten days of the beginning of the month following the occurrence.
- The type of suspected or real mechanical malfunction that can cause an interruption to flight is identified.
- The report is prepared and distributed according to procedures in the Manual.
- The Air Carrier conducts a preliminary assessment of the occurrence.

Safety Attribute Inspection (SAI) Job Aid

SRR:

- 121.705 (a-c) Mechanical Interruption Summary Report

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10, Volume 2, Chapter 63 “Evaluate FAR Part 121/135.411(a)(2) Company Manual/Revision”
- FAA Order 8300.10, Volume 2, Chapter 65 “Evaluate Continuing Analysis and Surveillance Program/ Revision”
- FAA Order 8300.10, Volume 2, Chapter 66 “Approve a Reliability Program”
- FAA Order 8300.10, Volume 3, Chapter 130 “Review Operator’s Mechanical Interruption Summary Report”

Safety Attribute Inspection (SAI) Job Aid

SRR SPECIFIC INFORMATION

SRR	Intent	
121.705 (a)	To provide information in a report format on interruption to flight, unscheduled change of aircraft, or unscheduled stop or diversion caused by a suspected or real mechanical malfunction.	<i>Certification:</i> Airworthiness <i>Surveillance:</i> Airworthiness
121.705 (b)	To provide information on premature engine removals.	<i>Certification:</i> Airworthiness <i>Surveillance:</i> Airworthiness
121.705 (c)	To provide information on propeller featherings in flight due to any aircraft malfunction.	<i>Certification:</i> Airworthiness <i>Surveillance:</i> Airworthiness

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the MIS Reports process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the MIS Reports process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the MIS Reports process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the MIS Reports process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the MIS Reports process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the MIS Reports process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the MIS Reports process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the MIS Reports process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier's MIS Reports process includes safety attributes.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the MIS Reports process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the MIS Reports process with appropriate personnel to gain an understanding of the procedures.
4. Observe the MIS Reports process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the MIS Reports process:

1.1 Do written procedures require an MIS report based on information reported by the flight? [SRR 121.705 (a-c)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.2 Do written procedures require the Air Carrier to submit monthly Utilization Reports in conjunction with the MIS reports? [SRR 121.705 (c)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.3 Do written procedures ensure that the MIS reports are submitted in accordance with the Manual? [SRR 121.705 (a-c)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4 Do written procedures ensure that the MIS Reports include the following data: [SRR 121.705 (a-c)]

1.4.1 Reason for delay;

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4.2 Aircraft registration number ("N" number);

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4.3 Length of delay; [SRR 121.705 (b,c)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 3 – PROCEDURES ATTRIBUTE

1.4.4 Station where delay occurred; [SRR 121.705 (c)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4.5 Station where delay occurred; [SRR 121.705 (c)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4.6 Preliminary assessment or results; [SRR 121.705 (a,b)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4.7 Date of incident; [SRR 121.705 (a)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4.8 ATA code; and	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4.9 Make/model/series of aircraft and engine? [SRR 121.705 (b)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Do written procedures ensure that the information necessary to complete the report is provided to the person originating the report? [SRR 121.705 (a-c)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Do written procedures require a preliminary evaluation of the malfunction? [SRR 121.705 (a-c)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Do written procedures require the Air Carrier to provide the results of the maintenance action? [SRR 121.705 (a-c)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 3 – PROCEDURES ATTRIBUTE

5. Does the air carrier have the resources to support the written procedures for the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the MIS Reports process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the MIS Reports process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the MIS Reports process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the MIS Reports process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the MIS Reports process with appropriate personnel to gain an understanding of the controls.
4. Observe the MIS Reports process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the MIS Reports process:

1.1 Does the Air Carrier have a tracking system to ensure that the MIS reports are submitted in accordance with the time limits specified in the Manual. [SRR 121.705 (a-c)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2. Do the checks and restraints ensure the desired result is achieved for the MIS Reports process?

☐ YES **If no, explain:**
☐ NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the MIS Reports process?

☐ YES **If no, explain:**
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the MIS Reports process?

☐ YES **If no, explain:**
☐ NO

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the MIS Reports process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the MIS Reports process.
2. Discuss the MIS Reports process with appropriate personnel to gain an understanding of the process measures.
3. Observe the MIS Reports process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's MIS Reports process include the following process measurements?

2.1 The air carrier audits the MIS reports to ensure they are submitted on time.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.2 The air carrier audits the MIS reports for completeness and accuracy

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.3 The Air Carrier audits aircraft records to ensure that MIS reports have been submitted for all eligible occurrences.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.4 The air carrier audits the MIS Reports for accuracy of data fields.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES If no, explain:
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES If no, explain:
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the MIS Reports process?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have the resources to support the process measurement for the MIS Reports process?

☐ YES If no, explain:
☐ NO

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the MIS Reports process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the MIS Reports process.
2. Discuss the MIS Reports process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the MIS Reports process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the MIS Reports process:

1.1 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Airworthiness Release or log book entry (Element 1.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Maintenance log recording requirements (Element 1.2.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 CAS (Element 1.3.11)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 GMM (Element 1.3.14)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Airmen Duties/Flight Deck Procedures (Element 3.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Operational Control (Element 3.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

Safety Attribute Inspection (SAI) Job Aid

1.2.4 MIS Reports

SECTION 6 – INTERFACES ATTRIBUTE

1.9 Dispatch or Flight Release (Element 3.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.10 Training of Flight Crewmembers (Element 4.2.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.11 Manuals Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.12 Manual Content Consistency (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.13 Manual Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.14 Manual Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the MIS Reports process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO